



## Village of Deerfield Information for Permit Submissions

### BUILDING & ZONING DEPARTMENT REQUIREMENTS:

- All permit applications must be filled out completely with ALL contractors listed and a signature Of owner or acting agent.
- Two sets of plans are required for residential work. Three sets of plans are required for commercial work with an architect's seal and certification. All plans are to be scaled to 1/4" per foot or 1/8" per foot.
- Two copies of a current Plat of survey of the property by a licensed land surveyor. This survey shall indicate the elevation of the foundation and the location of all buildings on the property. A legal description must be included.
- Electrical permit application with a current copy of the electrician's license - 1 copy, signed by registered electrician unless work is being done by homeowner, then homeowner's signature is adequate.
- **PLAN REVIEW FEE MUST BE PAID IN FULL WITH CASH OR CHECK PAYABLE TO VILLAGE OF DEERFIELD AT THE TIME OF SUBMISSION**

Residential:    \$1 to \$5,000 = \$20.00  
                      \$5,001 to \$15,000 = \$50.00  
                      \$15,001 to \$50,000 = \$100.00  
                      Over \$50,001 = \$150.00

Commercial:    \$1 to \$50,000 = \$100.00  
                      \$50,001 to \$100,000 = \$200.00  
                      \$100,001 to \$500,000 = \$400.00  
                      Over \$500,001 = \$600.00

Concrete Contractors must be licensed by the Village of Deerfield at an annual fee of \$50.00. In addition they must provide the Village with a \$5,000 surety bond. Plumbing contractors must provide the Village with a current copy of their Illinois State Plumbing License 055 and/or \$5000.00 surety bond signed by the principal owner(s). Excavating, Demolition & Sewer contractors also are required to have a surety bond for working in the Village. A hold harmless clause should be added to either bond form and read as follows: *Shall save and hold harmless the Village of Deerfield, Illinois from any loss, cost and damages, expense or liability of any kind resulting from the issue of said license.*

**\*\* NOTE \*\*\* Permit applications where concrete, sewer, roofing, excavating, electrical, demolition and/or plumbing work will be done, will not be released until these licenses and bonds are on file and current. As for bonds we will accept a faxed or email copy, providing original to follow in the mail.**

### ENGINEERING REQUIREMENTS:

- Minimum of 3 copies of grading and drainage plans must be submitted for all New Single Family Residence, Additions, Driveways and Patios with the building permit application. These documents must be approved by the Village Engineer prior to the release of any permits. Owner /Developer /Contractor are urged to contact Engineering Dept. for specific requirements @ 847-317-2490
- All sites must be inspected and approved by the Engineering Dept. prior to releasing any permits. To set up an appointment with Public Works call: 847-317-7245.
- A final inspection must be completed and approved by the Village of Deerfield Engineering Dept. Approval of "as built" plans is required prior to a certificate of occupancy being issued.
- Tree mitigation application and fee must be submitted to Engineering Dept. where deemed necessary.

**DEMOLITION REQUIREMENTS:**

- Proof of ownership s required for all demolition permits
- Bonds and licenses, LOC of 10,000
- All demolition work is to be completed within 42 days upon issuance of permit
- Grading and drainage plans are required to be submitted to the Engineering Department if the site is not diligently pursued within 6 months of the issuance of permit
- Owner of property forfeits bonds or LOC if above not followed
- LOC is letter of credit, see attached

**THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE BUILDING PLANS AS APPLICIABLE:**

- Site plan indicating proposed location of all new structures on the lot
- Foundation Plans
- Foundation wall section, exterior insulation and drain tiles
- Floor Plans
- Elevations – sections of foundation through roof or additional elevations as needed.
- Glass and ventilation schedule including crawl space, basement, and attic.
- Fireplace drawings
- Stair details
- Plumbing plans must include DWV and water supply schematics (service size), sump pump location and connection
- Locate concrete patios on plans

**THE FOLOWING INFORMATION MUST BE INCLUDED ON THE ELECTRICAL PLANS:**

- Fixtures
- Switches
- Receptacles
- Exhaust Fans
- Air conditioner compressor – show location on reverse side of electrical permit
- Load calculations
- 2 copies of spotted survey must be provided to the Village upon placement of foundation.

**NO OCCUPANCY of new construction will be granted until Certificate of Occupancy has been issued.**

**Performance Guarantee**

A performance guarantee of \$10,000 or 3% of the estimated cost of the project is required in the form of a letter of credit, or cash security deposit for all projects when such cost estimate exceeds \$100,000. This performance guarantee is to secure that the development and construction is complete in accordance with approved plans as wells as approved engineering plans and site grading/drainage plans are implemented as required by Chapter6, of the Village of Deerfield Municipal Code. A portion on the performance guarantee will be retained for up to one year after a final inspection and certificate of occupancy is issued.

**Contractor Signage**

No ground or wall signs are permitted, with the exception of New Single Family. Signs may be placed on the interior side of a window of the residence where the construction is taking place. Said sign may not exceed ten (10) square feet in size.

**Please keep in mind the Village Construction Hours are as follows:**

**Monday thru Friday 7:30 am 'til 7 pm and Saturday 8:30 am – 5 pm  
with nothing allowed on Sunday or Observed Holiday's**

**Additional information is available on the Village of Deerfield web site at [www.deerfield-il.org](http://www.deerfield-il.org) or by contacting the Community Development Department at 847.719-7484. Homeowners and Contractors are urged to take the time to familiarize yourself with the legal aspects of your project**